

TRIPURA



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**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
HEALTH & FAMILY WELFARE DEPARTMENT**

No.F.2(35-Estt)-MS/96(Sub-1)

Dated, Agartala, the 12-01-2023.

NOTIFICATION

In exercise of the powers conferred by proviso to Article- 309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post of **Head Clerk / Accountant**, Group-C category posts in the Health & Family Welfare Department. Namely:

1. Short title commencement :-

- (1) These rules may be called Recruitment Rules, 2022 for the post of Head Clerk / Accountant under the Health & Family Welfare Department, Government of Tripura.
- (2) They shall come into force on from the date of their publication in the official Gazette.

2. The name of the post shall be as specified in Column-1 of the Schedule enclosed at Annexure-1.

3. Number, Classification and scale of pay :-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in Rows 2 to 4 of the Schedule enclosed.

4. Method of recruitment, age limit, qualifications etc.

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said post shall be as specified in Rows 5 to 13 of the said Schedule.

5. Disqualification :- No person

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax :- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:** - The Recruitment Rules for the post of Head Clerk / Accountant that are existing in this department under the Government of Tripura hereby stand repealed with immediate effect and are replaced by this recruitment rules.
8. **Savings:** - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O. No. 04 vide File No. 20(3)-GA (P&T)/19 dated 7th November, 2020 issued by the Government in the GA (P&T) Department.

By order and in the name of the Governor,


Deputy Secretary to the
Government of Tripura
Health and Family Welfare Department.

ANNEXURE-I

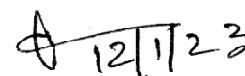
No.F. 2(35-Estt)-MS/96(Sub-1)

Recruitment Rules (RRs) for the post of **Head Clerk / Accountant Grade** under the **Health & Family Welfare Department**, Government of Tripura.

SCHEDULE

1.	Name of the Post	:	Head Clerk / Accountant	
2.	Number of Posts	:	135 (one hundred thirty five) plus additional post (s) as and when created by the Government.	
3.	Classification	:	Group-C (Non-Gazetted)	
4.	Scale of Pay	:	Pre-revised Scale of pay	Corresponding revised Scale of pay.
			PB-2, Pay Band Scale Rs.5700- 24000/-, Grade Pay Rs. 4,200/-	Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules,2018]
			Subject to revision by the Government from time to time.	
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:	<ul style="list-style-type: none"> i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment. ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the Health & Family Welfare Department. <ul style="list-style-type: none"> (b) Interview / Viva voce shall be not exceeding 15% of the Total Marks. (c) Syllabus – Enclosed at Annexure-II (and as revised by the Government from time to time) 	
6.	Age limit for direct recruitment	:	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/ PwDs (PH)/ Government servant candidates.	
7.	Educational and other qualifications required for direct recruitment	:	<ul style="list-style-type: none"> i) Graduate Degree from any recognized University/Board/Institution. ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic computer knowledge. iii) For selection to Bengali Typist minimum speed should be 25(twenty-five) words in Bengali per minute on Computer with Key-Board, along with basic Computer Knowledge. <p>Desirable Qualification :- Having Knowledge of Bengali or Kokborok.</p> <p>Note :-</p> <ul style="list-style-type: none"> (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine. 	

		<p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 06 (six) months at the end of which they should be tested again in typing and if they do not qualify even at the end of 06 (six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) Exemption for Persons with Disabilities :-</p> <p>Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	<p>Age :- No</p> <p>Qualification :- No</p>
9.	Whether Selection post or non-selection post.	<p>For Direct recruitment :- Selection [As per Item No. 5(ii) above]</p> <p>For Promotion :- Non-Selection</p>
10.	Period of probation, if any	02 (two) years
11.	In case of recruitment by promotion / transfer on deputation, grade from which promotion / transfer on deputation is to be made.	<p>i. Promotion from the UDC grade post with at least 05 (five) years services experience in the grade and acquired Accounts Training conducted by the State Government in respect of promotion to the posts of Accountant.</p> <p>ii. Transfer on deputation from holder of analogous post of other department having passed the Accounts Training.</p> <p>Note :- Departmental candidates having competed 15 (fifteen) years of service or more in the grade of UDC etc. as well as have attained the age of 55 (fifty five) years may be exempted from the passing out the proposed Accounts Training.</p>
12.	If a DPC exists, what is its composition	Group-C, Departmental Promotion Committee (DPC).
13.	Circumstances in which TPSC is to be consulted while making recruitment	Not applicable
14.	Repeal	Existing Recruitment Rules for the posts of Head Clerk / Accountant of the Health & Family Welfare Department, Govt. of Tripura vide Notification No. F. 2(35-Estt)-MS/96, dated 6 th May, 2008. Similar RRs common to all departments for the post of LDC/UDC/H/C Grade vide No.F.20(3)-GA(P&T)/96, dated 28 th September, 2000, G.O. No.5 and all earlier subsequent amendments in this regard are hereby repealed.


 12/11/23
 Deputy Secretary to the
 Government of Tripura,
Health and Family Welfare Department

Annexure-II (Syllabus for Head Clerk / Accountant)

No. F. 2(35-Estt)-MS/96(Sub-1)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

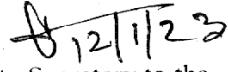
Subjects	Syllabus	Full Marks	Time
<u>Paper-I</u> English	Report writing or Essay, Translation into English from Bengali, Summary / Précis Writing (Descriptive Type / Conventional Exam.)	40	02 (two) hours
	Use of appropriate preposition and Articles, Correction of sentences, common Phrases, synonyms & antonyms (OMR based MCQ Type)	30	
<u>Paper-II</u> General knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography. (OMR based MCQ Type).	60	02 (two) hours
<u>Paper-III</u> Job Oriented	Descriptive and objective questions. Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament).	40	02 (two) hours.
<u>Interview</u>	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs.	30	
Grand Total :		200	

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for interview. Number of candidates (category wise) qualified in the written examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (category wise)
01 (one)	05 (five) candidates (1:5)
02 (two)	08 (eight) candidates (1:4)
03 (three) and above	03 (three) times the number of vacancies (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the interview will also be called for interview.

(b) Final Merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for interview unless he/she appears in all papers of the written examination. If a candidate remains absent in interview or / and Type Test his / her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall qualify in nature and it carries no marks.


Deputy Secretary to the
Government of Tripura,
Health and Family Welfare Department.